

User Guide for G.C.E. (A/L) Examination – 2023 Application for Selection of Marking Examiners

1. If you have an Account, login to the System. Otherwise Register.

- Url: “https://onlineexams.gov.lk/eic”
- Login to the system using your NIC

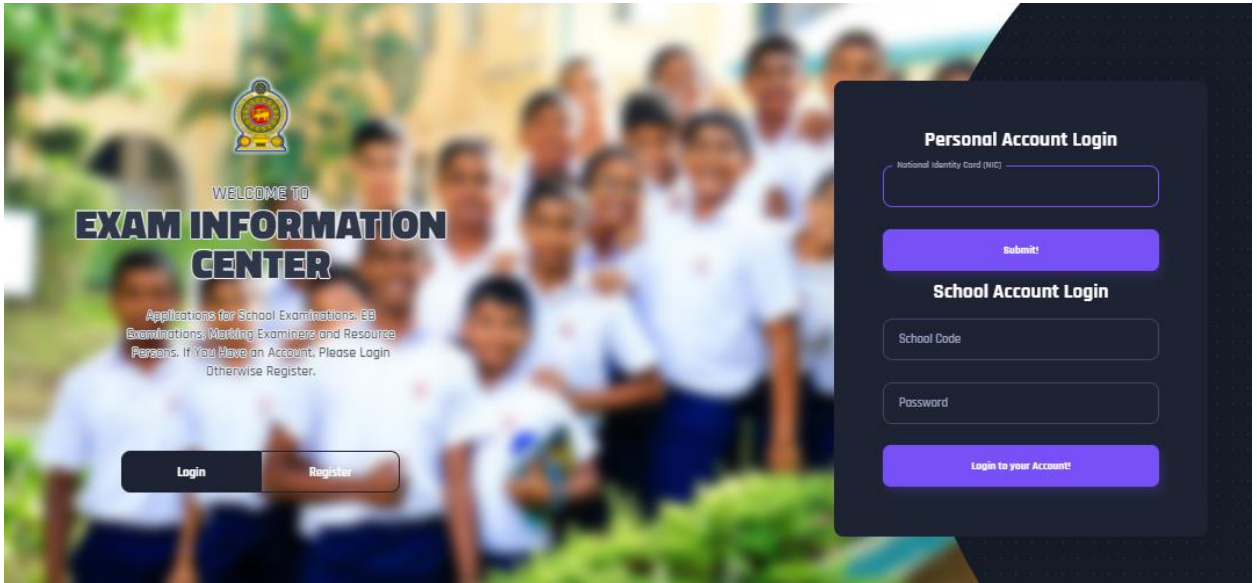


Figure 1

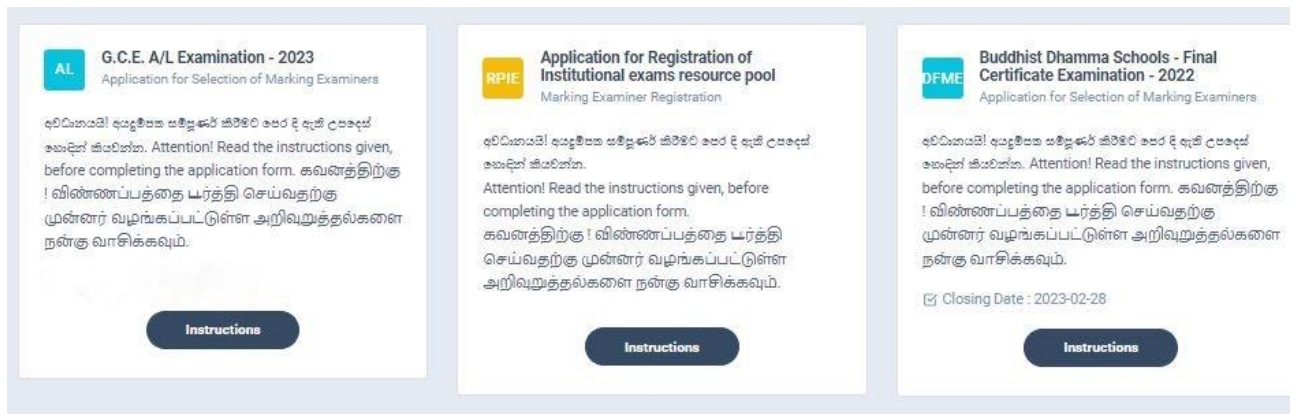


Figure 2

2. Click on the “Instructions” button under the tile “G.C.E. (A/L) Examination -2023- Application for Selection of Marking Examiners” on Dashboard



Figure 3

Click this

Read the instructions and watch the instructional video

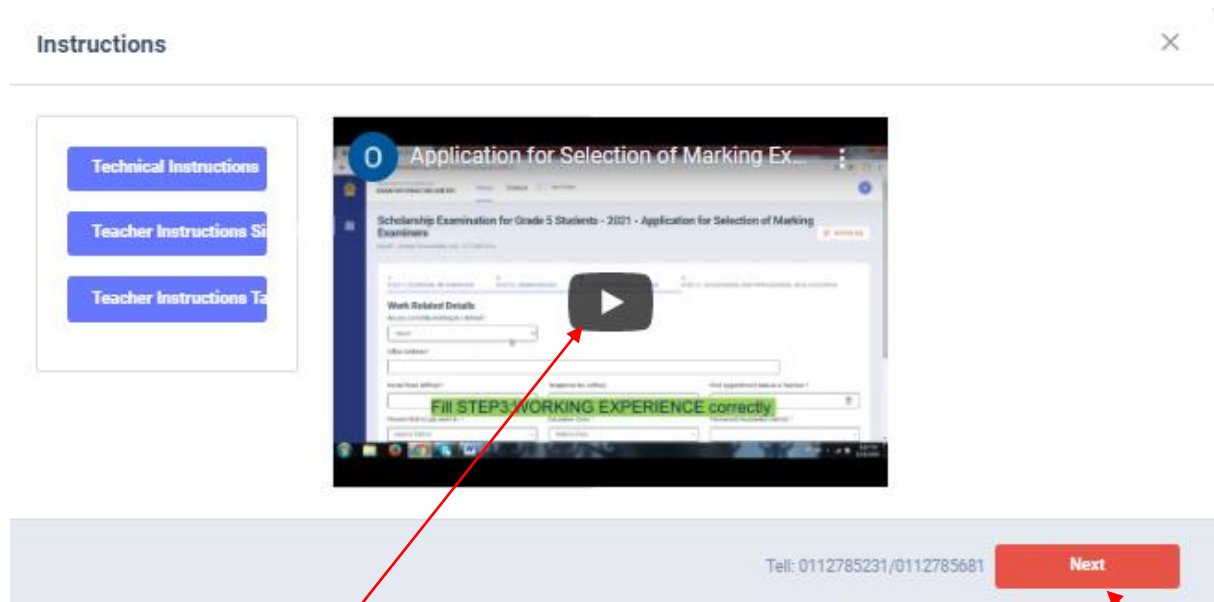


Figure 4

Click this to watch the video

Click this

3. Follow the below steps to fill the application

3.1 Fill **STEP 1 – Personal Information**

3.2 Fill **STEP 2 – Marking Preferences and Professional information**

3.3 Fill **STEP 3 – Educational and Professional Qualifications**

3.4 Fill **STEP 4 – Details Related to Profession**

3.5 Fill **STEP 5 – Experience in Evaluation**

3.6 Submit - **Declaration**

3.1 STEP 1- Personal Information

- NIC number and mobile phone number are already displayed
- Fill other details
- Fill all the fields in the form

1. STEP 1: 2. STEP 2: 3. STEP 3: 4. STEP 4: 5. STEP 5: 6. STEP 6:

Personal Information

Title * Name with Initials Max length 90 characters.
Ms. S.M.P.D.BANARA

Names Denoted by Initials * (according to the birth certificate) Max length 90 characters.
S.M.P.D.BANARA

NIC * Date Of Birth * Gender * Email Address
877400182v 10/01/1987 Male punsaralive@gmail.com

Mobile Number * Telephone (Residence) Permanent Residential District *
0713846304 0112784422 COLOMBO

Private Address *
No 12, Kumarahunga Lane.

Postal Town *
Ratnapura.

Next

Figure 5

1. STEP 1: 2. STEP 2: 3. STEP 3: 4. STEP 4: 5. STEP 5: 6. STEP 6:

Personal Information

Title * Name with Initials Max length 90 characters.
Ms. K.S.P.D. Kumari

Names Denoted by Initials * (according to the birth certificate) Max length 90 characters.
Kumara Samaraweera Pathiranaage Damayanthi

NIC * Date Of Birth * Gender * Email Address
198658403674 21/12/1990 Female kumarikg@gmail.com

Mobile Number * Telephone (Residence) Permanent Residential District *
0719417759 COLOMBO

Private Address *
12, Temple Road

Postal Town *
Maharagama

Next

Figure 6

Click this

Click this or enter

3.2 STEP 2 – Marking Preferences and Professional Information

a) Marking Preferences

Marking Preferences
Area closest to either your place of work or your permanent residence

Preferred Area 1: Colombo
Preferred Area 2: Gampaha

Preferred Marking Stage *
Stage 01
Select
Stage 01
Stage 02
Both

Preferred medium *
Sinhala

Figure 7

Select the marking stage

- ❖ If you wish to mark in both stages select "**Both**" , otherwise select "**Stage 1**" or "**Stage 2**" according to preferred subject.

Marking Preferences
Area closest to either your place of work or your permanent residence

Preferred Area 1: Select an Area
Preferred Area 2: Select an Area

Preferred Marking Stage *
Select

Professional Information

Present Designation*: Select the option
Service*: SLTS
Grade*: Grade III
Present District you work in*: Select the District

Education Zone*: Select the Zone
Office Address*: St. Joseph's Girls' School
Street Address*: High Level Road

Postal Town: Nugegoda
Type of Institution*: Government
Office Phone No.*
Date of Appointment as a Teacher*: 01/01/2020

Date of Appointment as a Graduate/ Higher Diploma holder Teacher: 01/01/2000
Period of service as a Graduate/Higher Diploma holder Teacher*: Year

No. of years the subject (first stage) applied was taught in the G.C.E. (A/L) classes : 0
No. of years the subject (second stage) applied was taught in the G.C.E. (A/L) classes : 0

Prev Next

Figure 8

Click this

b) Professional Information

Click this

Figure 9

Click this

3.3 STEP 3 – Educational and Professional Qualifications

If this section is incomplete, your application will be rejected. Use short forms such as BSc, BA, UCSC etc.

- If you are a **Trainee**;
Fill the relevant “Training Course Details”
- If you are a **Degree holder**;
Fill the relevant “Degree Details”
- If you have any **Post Graduate Diploma**;
Fill the relevant “Post Graduate Diploma Details”

Figure 10

Click this

3.4 STEP 4 – Details related to Profession

- a) For Teachers and Lecturers
- b) For In- Service Advisors
- c) For Other Officers in the Field of Education

Fill only the details relevant to your profession

- a) For Teachers and Lecturers

- Select “YES” or “NO” whether you are working in a school or not
- If it is “YES” then enter the “School ID” and the relevant “School Name” will be displayed

Details related to profession
For Teachers and Lecturers

Are you currently working at a School:* School ID : (Not the census id) * School Name :

Yes	1007	A /ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA.
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Figure 11

Enter School ID

- b) For In- Service Advisors

For In-Service Advisors

Date of appointment as an ISA : 01/17/1989 Subject / Subject Field Eg.: G.C.E. (A/L) / (O/L) / Primary, etc.: Chemistry

Zone Serving * : Sri Jaya pura Division Serving * : Homagama Your normal duties related to this subject:

For Other Officers in the Field of Education

Relevant Subject Field : Chemistry Date of appointment to it : 01/01/1987

Prev Next

Figure 12

- c) For Other Officers in the Field of Education

For In-Service Advisors

Date of appointment as an ISA : 01/17/1989 Subject / Subject Field Eg.: G.C.E. (A/L) / (O/L) / Primary, etc.: Chemistry

Zone Serving * : Sri Jaya pura Division Serving * : Homagama Your normal duties related to this subject:

For Other Officers in the Field of Education

Relevant Subject Field : Chemistry Date of appointment to it : 01/01/1987

Prev Next

Figure 13

3.5 STEP 5 – Experience in Evaluation

Experience as an Assistant Examiner- G.C.E.(A/L)

- Fill the details of your experience as an Assistant Examiner

Experience as an Additional Chief Examiner- G.C.E.(A/L)

- Fill the details of your experience as an Additional Chief Examiner

Other Information

- Select “YES” or “NO” whether “any of your family members or a resident in your house expect to sit the G.C.E.(A/L) Examination in 2021”
- Select “YES” or “NO” whether “any disciplinary inquiry against you in progress”
- Select “YES” or “NO” whether “you are debarred from examination duties”

Figure 14

Other Information

Click this

Figure 15

3.6 Submit – Declaration

After completing all the details read the declaration and click on “Submit” button

1 STEP 1: 2 STEP 2: 3 STEP 3: 4 STEP 4: 5 STEP 5: 6 STEP 6:

Declaration

By clicking submit button below, I hereby declare that the information given above is true and accurate and that I am not debarred from examination duties at present and I am aware that I will be subjected to disciplinary actions if found to have submitted false information and mislead the department. If I am selected as a marking examiner, I agree to safeguard the dignity of the institution where the marking center will be established and abide by its rules and regulations of the institution, and follow the provisions of the Public Examinations Act as well as the instructions given by the Commissioner General of Examinations and abide by the code of ethics for evaluations staff.

Prev Submit

Click this

Figure 16

4. If you want to do any changes of your submitted application, click on “**Reset the Examiner’s Application**” button

G.C.E. (A/L) Examination - 2023 Application for Selection of Marking Examiners

NAME - Ashani Kahavandala | NIC - 877400182v

Activity log Download Examiner's Application

Transaction Info

Name:	S.M.P.D.BANARA
Submitted At:	2023-11-16 13:47:31
Status:	Pending Verification by the Principal...

Exam Application Summary

Name:	S.M.P.D.BANARA
NIC:	877400182v
Address:	No 12, Kumarethunga Lane, Ratnapura.
Telephone:	0713846304
Preferred medium for marking:	Sinhala
Preferred Area 1:	Maharagama
Preferred Area 2:	Maharagama
Preferred subject 1:	(B)-Agricultural Science
Preferred subject 2:	Not Applied
Working at a school:	Yes
	A /ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA.

Figure 17

Reset the Exam Application

Click this to reset the application

Transaction Info	
Name:	S.M.P.D.BANARA
Submitted At:	2023-11-16 13:47:31
Status	Pending Verification by the Principal...
Reset the Exam Application	

Figure 18

- When the application is successfully submitted (if you are not currently working at a school)

Details related to profession For Teachers and Lecturers

Are you currently working at a School:*

Figure 19

Status of your application

Transaction Info	
Name:	S.M.P.D.BANARA
Submitted At:	2023-11-16 13:47:31
Status	Pending Verification by the Principal...
Reset the Exam Application	

Figure 20

Status of your application

6. When the application is successfully submitted, but not verified by principal (If you are currently working at a school) you can see it in the “status”

Details related to profession

For Teachers and Lecturers

Are you currently working at a

School:*

School ID : (Not the census id) *

School Name :

Figure 21

Transaction Info	
Name:	S.M.P.D.BANARA
Submitted At :	2023-11-16 13:47:31
Status	Pending Verification by the Principal...
Reset the Exam Application	

Figure 22

Status of your application

7. When the application is successfully submitted and verified by principal (If you are currently working at a school) the status will be changed

Details related to profession

For Teachers and Lecturers

Are you currently working at a

School:*

School ID : (Not the census id) *

School Name :

Figure 23

Transaction Info	
Name:	S.M.PD.BANARA
Submitted At	2023-11-16 13:47:31
Status	Application Verified by the Principal!

Figure 24

- Get the printed format of your submitted application by clicking “Download Examiner’s Application” button.

G.C.E. (A/L) Examination - 2023 Application for Selection of Marking Examiners

NAME - Ashani Kahawandala | NIC - 877400182v

Activity log

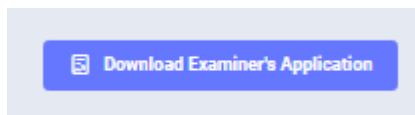
Download Examiner's Application

Transaction Info	
Name:	S.M.PD.BANARA
Submitted At	2023-11-16 13:47:31
Status	Application Verified by the Principal!

Exam Application Summary	
Name	S.M.PD.BANARA
NIC	877400182v
Address	No 12, Kumaranthunga Lane, Ratnapura.
Telephone	0713846304
Preferred medium for marking	Sinhala
Preferred Area 1	Maharagama
Preferred Area 2	Maharagama
Preferred subject 1	(S)-Agricultural Science
Preferred subject 2	Not Applied
Working at a school	Yes A/ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAWI SRIPURA.

Figure 25

Click this



Click this to download the application



120

Incomplete applications will be rejected.

*Please read the instructions given on last page and in Circular No. 03 (01) 2009, before completing

*If a child, a family member or a resident of an applicant is sitting this examination, he/she is not eligible for the post of Chief/ Additional Chief Examiner.

**A/L
2023**The closing date of Applications is 21st October 2022.

FOR OFFICE USE

Marks Code No.

To be filled by the Applicant

Last Served Year Town

2002

Code No.

Teaching Exp.

CK00715

2

**G.C.E. (A/L) Examination - 2023
Application for Selection of Marking Examiners**

- 01 (a) Subject No., subject & medium applied for marking : (8) - AGRICULTURAL SCIENCE - SINHALA MEDIUM
- 02 Area No. and area you wish to do marking (Town closest to either your place of work or permanent residence. Please see the list of areas on last page)
- (a) First choice: (b) Second choice:
- 03 (a) Name with initials : Ms. S.M.P.D. BANARA
- (b) Names denoted by initials : S.M.P.D. BANARA
- (c) Permanent address : NO 12, KUMARATHURGA LANE, RATNAPURA.
- (d) E-mail address : punsaralive@gmail.com
- (e) Gender : MALE (f) NIC No. :
- 04 Present working (a) District: (b) Education zone :
- (c) Permanent residential district: KILINOCHCHI
- (d) Official address : AMBAGAMATTA, WALANDURA, EMBILIPITIYA
- (e) Telephone No. : Office: Home: Mobile:
- 05 (a) Date of birth: (b) Age as at 31-12-2022:
- 06 Date of appointment as a teacher:
- 07 (a) Present designation, Service & grade : Teacher - SLTS Grade III
- (b) Date of appointment to the above post:
- 08 (a) Date of appointment as a graduate/higher diploma teacher:
- (b) Period of service after being appointed as a graduate/higher diploma teacher: Years:
- 09 Period of service as a holder of Diploma/ Post Graduate Diploma in Education or similar qualification: Years:
- 10 (a) Academic and professional qualifications: (If this section is incomplete, application will be rejected.)

2

Figure 26

10. Complete the downloaded application (You have to fill some fields by manually) and hand it over to the principal (for teachers).
11. Principal should login to the system by using school account through the link “<https://onlineexams.gov.lk/eic>” and verification should be done.

Send the hard copies of **relevant applications** to the Department of Examinations according to the given common instructions.

- For further details, contact;
**School Examinations Evaluation Branch – 0112785231,
0112785681**
Email Address - evaluations.exams@gmail.com

- For more technical support contact;
Online Unit - 0113671568, 0113661122
Email Address – doeonlineexams@gmail.com